



# **MPERA Interface File Definitions**

## **Employer Insurance Reporting**

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Includes the interface definitions for Insurance File (SPS-400-06, section 2.1)

## Employer Insurance File

Employers may have retired members who continue insurance coverage with the employer after retirement. MPERA is able to withhold from the retirement benefit to cover insurance premiums for these retirees. A file upload is designed in PERIS to allow employers to add withholding for new retirees, change the withholding, or stop the withholding.

This incoming file is submitted the Upload Screen by the user. The file is delimited by '~'. The file contains the following Variable Length records identified by the first three characters of the record:

1. *File Summary* – Contains information about the number of rows within the file. The record starts with '000'.
2. *Insurance Plan Header Section* – Contains information about the total number of Insurance Plan Detail records submitted in the file. The record starts with '001'.
3. *Insurance Plan Detail Section*– Contains insurance detail information about the insurance plan, rates, and effective dates. The record starts with numeric '002'.
4. *Insurance Header Section* – Contains information about the total number of Insurance Detail records submitted in the file. The record starts with '003'.
5. *Insurance Detail Section*– Contains insurance detail information about the retiree member / non-member. The record starts with numeric '004'.

### 1 File Summary Section

FIELD POSITION	FIELD NAME	FIELD LENGTH	FIELD DESCRIPTION
1	File Summary ID	3	Identifies the File Header. The value should always be '000'.
2	Total Number of Records	4	The number of records in the file.  Note: Total number of records in the file, including the File Summary Record, should equal the number in this field. The PERIS application must void the file otherwise.
3	Organization ID	4	A unique identifier given by MPERA to identify the employer.

### 2 Insurance Plan Header Section

FIELD POSITION	FIELD NAME	FIELD LENGTH	FIELD DESCRIPTION
1	Insurance Plan Header ID	3	Identifies the Insurance Plan Header Section. Value should always be '001'.
2	Count	6	Indicates total number of Detail Insurance Plan records in the Insurance Plan Detail section. Must be numeric only.  NOTE: If count does not equal to the total number of Detail records, system must void the entire file.

### 3 Insurance Plan Details Section

FIELD POSITION	FIELD NAME	FIELD LENGTH	FIELD DESCRIPTION
1	Insurance Plan Detail ID	3	Identifies an Insurance Plan Detail record. Value should always be '002'.
2	Insurance Org ID	6	The unique ID assigned to the insurance organization.
3	Plan ID	6	The unique ID assigned to the insurance plan.
4	Plan Effective Date	8	The effective date of the Insurance Plan record.  Can be null.
5	Plan End Date	8	The end date of the Insurance record.  Can be null.
6	Plan Rate	7	The rate of the insurance plan.
7	Rate Effective Date	8	The effective date of the insurance plan rate.

### 4 Insurance Header Section

FIELD POSITION	FIELD NAME	FIELD LENGTH	FIELD DESCRIPTION
1	Insurance Header ID	3	Identifies the Insurance Header section. Value should always be '003'.
2	Count	6	Indicates the total number of Detail Insurance records in the Insurance Detail section. Must be numeric only.  NOTE: If the count does not equal to the total number of Detail records, the system must void the entire file.
3	Organization ID	6	The organization ID associated with the Insurance Header.

### 5 Insurance Detail Section

FIELD POSITION	FIELD NAME	FIELD LENGTH	FIELD DESCRIPTION
1	Insurance Detail ID	3	Identifies an Insurance Detail record. Value should always be 004'.
2	Person ID	7	The unique ID assigned to the person record.
3	Insurance Organization ID	6	The unique ID assigned to the insurance organization.
4	Plan ID	6	The unique ID assigned to the insurance plan.
5	Effective Date	8	The effective date of the Insurance record.
6	End Date	8	The end date of the Insurance record.  Can be null.